



THE ASSAM GAZETTE

অসাধাৰণ

EXTRAORDINARY

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GOVERNMENT OF ASSAM

ORDERS BY THE GOVERNOR

ELEMENTARY EDUCATION DEPARTMENT ::: DISPUR, GUWAHATI-6

NOTIFICATION

The 21st March, 2023

No. E-203345/63.- Pending finalization of Service Rules under the proviso to Article 309 of the Constitution of India, the Governor of Assam is pleased to make the following orders for regulating recruitment and promotion to persons appointed to the Elementary Education (Planning and Statistical) Service, namely:-

1. **Short title**

(1) These orders shall be called the Assam Elementary Education (Planning and Statistical) Service Orders 2023.

2. **Commencement**

They shall come in to force on the date of their publication of the Official Gazette.

3. **Definition**

In these orders, unless there is anything repugnant in the subject or contest:-

(a) “Appointing Authority” means-

- (i) The Governor of Assam in respect of Assistant Director of Planning , Research Officer/Evaluation & Monitoring Officer, Assistant Research Officer, Assistant Planning Officer and Statistical Officer.
- (ii) The Director of Elementary Education, Assam in respect of Research Assistant, Assistant Statistical Officer, Planning Assistant, Progress Assistant, Statistical Assistant and Computer.

(b) “Committee” means selection committee constituted under para 8

(c) “Director” means the Director of Elementary Education, Assam;

(d) “Commission” means the Assam Public Service Commission.

- (e) "Constitution" means the Constitution of India.
- (f) "Government" means the State Government of Assam.
- (g) "Governor" means the Governor of Assam.
- (h) "Member" means a member of the Assam Elementary Education (Planning and Statistics) Service.
- (i) "Service" means the Assam Elementary Education (Planning and Statistical) Service
- (j) "Year" means the calendar year i.e. from January to December.

4. **Class and Cadre**

(1) the Service shall consist of the following grades and cadres:-

(a) Grade I:-It includes

- (i) Assistant Director of Planning
- (ii) Research Officer/Evaluation & Monitoring Officer

(b) Grade II:-It includes

- (i) Assistant Research Officer
- (ii) Assistant Planning Officer
- (iii) Statistical Officer
- (iv) Research Assistant
- (v) Assistant Statistical officer

(c) Grade III:- It includes

- (i) Planning Assistant
- (ii) Statistical Assistant
- (iii) Progress Assistant
- (iv) Computer

(2) The service may also include any cadre or post laid down by the Government to be included in a cadre or the service.

(3) The strength of each cadre of service shall be such as determined by the Government from time to time. The strength of each cadres of the service on the date of commencement of the paras shall be as shown in schedule-1:

Provided that the Government may hold in abeyance any post as and when considered necessary.

5. **Method of Recruitment**

(1) Recruitment to the cadre of Assistant Director of Planning, Research Officer/Evaluation & Monitoring Officer, Assistant Research Officer, Assistant Planning Officer, Statistical Officer and Assistant Statistical Officer shall be made by promotion only.

(2) Recruitment to the cadre of Research Assistant, Planning Assistant, Statistical Assistant, Progress Assistant and Computer shall be made by direct recruitment.

6. Recruitment by Promotion

Subject to suitability as may be decided by the Selection Committee and by the Appointing Authority an officer belonging to the cadre of the Assam Elementary Education (Planning and Statistical) Service and possessing qualification as set forth herein below shall be promoted to the next higher cadre in the manner provided in para 12 and 13 :-

- (1) The post of Assistant Director of Planning shall be filled from the candidates amongst Research Officer/ Evaluation & Monitoring Officer having 3 years of experience and Bachelor degree from recognized University.
- (2) The post of Research Officer/Evaluation & Monitoring Officer shall be filled up from the candidates amongst Assistant Research officer/Assistant Planning Officer/Statistical Officer having 3 years of experience and Bachelor degree from recognized University.
- (3) The post of Assistant Research Officer shall be filled up from the candidates amongst Research Assistant having 5 years of experience.
- (4) The post of Statistical Officer shall be filled up from the candidates amongst Assistant Statistical officer having 5 years of experience and Bachelor degree from recognized University.
- (5) The post of Assistant Planning Officer shall be filled up from the candidates amongst Planning Assistant/ Statistical Assistant having 7 years of experience and Bachelor degree from recognized University.
- (6) The post of Assistant Statistical Officer shall be filled up from the candidates amongst Progress Assistant having 7 years of experience and Bachelor degree from recognized University.

(7) General Procedure for promotion

- (1) Before the of each year the Appointing Authority shall make and assessment regarding the likely number of vacancies to be filled by promotion during the next year and shall intimate the same to the Selection Committee together with the details of reservation for candidate belonging to Scheduled caste, Scheduled Tribes, Backward Classless or any other category as laid down by the Government as provided under para 10 and carry forward of such reservation.
- (2) The Appointing Authority shall simultaneously request the selection committee to recommend a list of candidates found suitable for promotion, in order of preference.
- (3) The selection shall be made on the basis of seniority with due regard to merit in case of promotion stated here in before.
- (4) The Selection Committee shall meet once in a year.
- (5) The Appointing Authority shall furnish the Selection Committee the following document and information with regard to as many officers in order of seniority as are eligible.
 - (a) Information about number of vacancies likely to occur during the year in each of the cadres.
 - (b) List of incumbents for each cadre in order of seniority who are eligible for promotion including the cadre to which the case of promotion is to be connected.

- (c) Annual Confidential Report for last 3 years and personal files of all eligible candidates.
- (d) Details about reservation in post and backlog position.
- (e) Any other document and information as may be considered necessary by the Appointing Authority or required by the Selection Committee.
- (6) The Selection Committee, after examination of the documents and information furnished by the Appointing Authority shall furnish the Appointing Authority a select list of candidates about double the probable numbers of vacancies in order of preference found for promotion.
- (7) The Appointing Authority shall consider the list so prepared by the Selection Committee and approve the list unless it considers any change necessary. If the Appointing Authority considers it necessary to make any change in the list received from the committee, then it shall inform the committee of the changes proposed and after taking into consideration the comments if any of the committee said approve the lists finally with such modification if any, as may in its opinion, be just and proper.
- (8) The inclusion of a candidate's name in a select list shall confer no right to promotion unless the Appointing Authority is satisfied after such enquiry as may be considered necessary that a candidate is suitable for promotion.
- (9) The promotion shall be in accordance with the list finally approved.

8. **Selection Committee**

The Selection Committee as referred in para 6 and 12 shall consist of the following:

- (1). The selection committee for considering promotion to the post of Research Officer/Assistant Research Officer/Assistant Planning Officer/ Statistical Officer shall be constituted as follows:-
 - (i) Senior most Secretary to the Government of Assam, School Education Department-..... **Chairman**
 - (ii) Secretary to the Government of Assam, Personnel Department or his nominee-..... **Member.**
 - (iii) Director of Elementary Education, Assam-..... **Member**
 - (iv) Joint Secretary/ Deputy Secretary to the Government of Assam School Education Department-..... **Member Secretary.**
- (2) The Selection Committee for considering promotion to the post of Assistant Statistical Officer shall be constituted as follows :
 - (i) Director of Elementary Education, Assam : **Chairman**
 - (ii) Senior Finance and Accounts officer in the Directorate of Elementary Education : **Member**
 - (iii) Deputy Director/ Joint Director of Elementary Education, Assam in charge of Appointment branch of the Directorate : **Member Secretary**
- (3) The Selection Committee for direct recruitment to the post of Research Assistant, Planning Assistant, Statistical Assistant, Progress Assistant and Computer shall be constituted as follows:

- (1) Director of Elementary Education, Assam : Chairman
- (2) One senior District Elementary Education Officer to be nominated by the Government : Member
- (3) Senior Finance and Accounts Officer in the Directorate of Elementary Education: Member
- (4) Deputy Director / Joint Director of Elementary Education, Assam in charge of Appointment Branch of the Directorate : Member-Secretary

9. **Disqualification**

- (1).No person shall be eligible for appointment to the service unless
 - (a) He is a citizen of India and
 - (b) If he has more than one living wife or in case of a female candidates who has married a person who had already one wife living. Provided that the Appointing Authority it is satisfied that there are special ground for doing so, exempt any person from operation of this para.
- (2.) No person who attempts to enlist his candidature directly or indirectly by any recommendation either written or oral or by any other means shall be appointed to the service.

10. **Reservation**

In all cases of appointment by direct recruitment as well as by promotion there shall be reservation in favor of candidates belonging to Scheduled Caste and Scheduled Tribes as per provisions of the Assam Scheduled Caste and Scheduled Tribes (Reservation of Vacancies in service and post) Act 1978 and paras framed there under. There shall also be reservation of candidates belonging to Backward Classes as per Government instruction contained in Office Memorandum No TAD/OBC/1/2004/55/2005 for direct recruitment. Reservation in favor of women candidate as per provisions of the Assam Women (Reservation of Vacancies in service and post) Act 2005 the person with Disabilities (Equal Opportunities Protections of right and full participation) Act 1995 shall also be followed in direct recruitment.

11. **Appointment**

- (1) Subject to the provision of this para, appointment under para 5 and 11 shall be made by the appointing Authority in accordance with the order of preference determined in the list referred to in clauses (d) of sub para (1) of para 6 and para 11.
- (2) The inclusion of candidate's name in the list mentioned in clauses (d) of sub-para (1) of para 6 shall confer no right to appointment unless the Appointing Authority is satisfied after such enquiry as prescribed by the Government from time to time and also may be considered necessary, that a candidates suitable in all respects for appointment to the service.
- (3) The Appointment by direct recruitment in the compliance official measures contained in Assam Fiscal Responsibility and budget Management Act 2005.

12. Joining Time

A person shall join within 15 days from the date of receipt of the order of appointment or of promotion, failing which the appointment shall be cancelled unless the Appointing Authority extends the period which shall not in all exceed three months.

13. Discharge or reversion

A temporary or officiating member shall be liable to be discharged from service or reverted to the lower cadre of the service or to his original service, if

(1) He fails to make sufficient use of the opportunity given during any training as may be prescribed by the Government or fails to render satisfactory service during tenure of service in the cadre.

(2) It is found on subsequent verification that he was initially not qualified for appointment in the Service or that he furnished any incorrect information with regard to his appointment.

14. Probation and Confirmation

(1) Subject to availability of permanent vacancy in the respective cadre a member shall be placed according to seniority on probation against permanent vacancy for period of two years before he is confirmed against the permanent post:

Provided that period of probation may before good and sufficient reasons be extended by the Appointing Authority for any special period not exceeding another period of two years.

Provided further that the period of probation may be curtailed or dispensed with in any case for good and sufficient reasons by the Appointing Authority.

(2) A member of the service shall be placed on probation under sub para (1) shall be confirmed against a permanent post subject to the following conditions.

(i) He has completed the period on probation to the satisfaction of the Appointing Authority in accordance sub-para (1) •

(ii) He has successfully undergone the training and passed the Departmental Examination if any prescribed by the Government.

(3) If confirmation of a member is delayed on account of his failure to qualify for such confirmation he shall lose his position in order of seniority vis-a vis such of his junior as might be confirmed earlier than him/his seniority shall however, be restored on his confirmation subsequently.

15. Seniority

(1) The Seniority of member in a cadre appointed by direct recruitment or by promotion shall be determined according to the order of preference in the respective list recommended by the Committee under para 6 and para 11 and also in respective list finally approved by the Appointing Authority under the aforesaid para, if he joins the appointment within 15 days from the date of receipt of the order or within promotion extended period as mentioned in para 17.

(2) If a member fails to join the appointment within the initial 15 days from the date of receipt of the order or within the extended period as mentioned in para 17 but joins later his seniority shall be determined in accordance with the date of joining.

(3) If two or more persons are selected in the merit list by the Selection Committee, the inter seniority of these persons shall be determined taking into account their date of birth.

16. Graduation list

Graduation list shall be prepared and published by the Appointing Authority every year containing the name of all members of the service cadre wise in order of seniority and such order particular such as date of birth, date of Joining in the present cadre, date of joining in service, community to which belong(SC, ST etc.) educational and professional qualification.

17. Pay

All appointment in the service shall be made in the time scale of pay as may be prescribed by the Govt. from time to time. The scale of pay of the posts in the cadre of the service on the date of commencement of these paras are as shown in schedule-II.

18. Mode of Employment

(1) Members of the Service shall be employed in such manner as the Appointing Authority may decide.

(2) A member of the Service shall be liable to be posted anywhere within the state of Assam if so required in the interest of public service such case the member shall not have any option against such posting or transfer.

19. Other Condition of Service

(1) Except as provided in these paras, all matter relating to pay and allowances, leave, pension, discipline and other condition of service shall be regulated by the general paras or order of the Government applicable to the employees of corresponding rank and cadre for the time being in force.

(2) The condition of service of the members, in respect of matter for which no provision has been made in this paras shall be the same, as are for the time being applicable to other officers of the Government of the corresponding rank and having similar functions.

20. Relaxation

Where the Government is satisfied that operation of any of these paras leads to undue hardship in any particular case, it may dispense with or relax the requirement of that para to such extent and subject to such conditions as it may, consider necessary dealing with the case in a just and equitable manner.

Provided that the case of any person shall not be dealt with in any manner less favorable to him than that provided in these paras.

Schedule-I
[See para 3(2)]

Sl. No.	Name of Cadre	Grade	Number of Posts		
			Permanent	Temporary	Total
1	Assistant Director of Planning	I	1		1
2	Research Officer/ Evaluation & Monitoring Officer	I	3		3
3	Assistant Research Officer	II	3		3
4	Assistant Planning Officer	II	22		22
5	Statistical Officer	II	1		1
6	Research Assistant	II	3		3
7	Assistant Statistical officer	II	1		1
8	Planning Assistant	III	2		2
9	Statistical Assistant	III	186		186
10	Progress Assistant	III	1		1
11	Computer	III	20		20

Schedule –II

[See para 23]

Sl. No.	Name of Post	Pay Band	Pay	Grade Pay
1	Assistant Director of Planning	PB 4	30000/- - 110,000/-	Rs. 13900/-
2	Research Officer/Evaluation & Monitoring Officer	PB4	Rs.30000/--110000/-	Rs.13300/-
3	Assistant Research Officer	PB3	Rs.22000/--87000/-	Rs.11800/-
4	Assistant Planning Officer	PB3	Rs.22000/--87000/-	Rs.11800/-
5	Statistical Officer	PB3	Rs.22000/--87000/-	Rs.11800/-
6	Research Assistant	PB3	Rs.22000/--87000/-	Rs.9400/-
7	Assistant Statistical Officer	PB3	Rs.22000/--87000/-	Rs.9400/-
8	Planning Assistant	PB2	Rs.14000/--49000/-	Rs.7600/-
9	Statistical Assistant	PB2	Rs.14000/--49000/-	Rs.7600/-
10	Progress Assistant	PB2	Rs.14000/--49000/-	Rs.7400/-
11	Computer	PB2	Rs.14000/--49000/-	Rs.6200/-

Schedule-III

(See para 8)

1. Educational Qualification for Direct Recruitment

Sl.No.	Name of Post	Educational Qualification
(i)	(i) Research Assistant,	Graduate with 45% of marks with Mathematics/ Economics/Statistics as one of the subjects from any recognized University.
(ii)	(i) Planning Assistant (ii) Statistical Assistant	Graduate with Mathematics/ Economics/.Statistics as one of the subjects from any recognized University.
(iii)	Progress Assistant	Graduate from any recognized University
(iv)	Computer	Graduate from any recognized University with 6 months diploma in computer from any recognized Institution.

2. Written test for the cadre of Research Assistant, Planning Assistant and Statistical Assistant shall be of 200 marks of the following subjects:
 - (i) General English/Mathematics : 100
 - (ii) General Knowledge :100
3. Written test for the cadre of Progress Assistant shall be of 150 marks of the following subjects:
 - (i) General English : 50
 - (ii) General Knowledge:100
4. The Written test for the cadre of Computer shall be 150 marks on the following subject:
 - (i) General English : 50 marks
 - (ii) General Knowledge : 50 marks
 - (iii) Computer skill test ; 50 marks

NARAYAN KONWAR,

Secretary to the Government of Assam,
Department of School Education.